

A RESOLUTION TO ESTABLISH PROVISIONAL
BY-LAWS FOR THE UNIVERSITY SENATE

Be it Resolved by the University Senate of The George Washington University

Section 1. Meetings and Sessions

(a) A "regular meeting" of the Senate shall be held on the second Friday of October, November, December, January, February, March, April and May. The Executive Committee may change the date of a regular meeting in unusual circumstances. The President may call a "special meeting" upon the request of the Executive Committee or upon the petition of 25 percent of the elected members of the Senate.

(b) Meetings of the Senate shall be open for attendance and observation to all members of the Faculty Assembly, except that by a majority vote the Senate may declare an "executive session" which only elected and ex officio members may attend. *See amendment passed by Senate 11/8/68 (last page)*

(c) The business year of the Senate shall be called a "session" and each session shall commence with the call to order of the regular meeting in May.

Section 2. Order of Business and Agenda

(a) The order of business for regular meetings of the Senate shall be as follows:

- (1) Call to order
- (2) Approval of the minutes of the previous meeting
- (3) Special business; for example, matters postponed to this meeting.
- (4) Resolutions reported out of Committees, with reports if any.
- (5) Introduction of Resolutions
- (6) General business; for example, announcements, nominations, elections, appointments, and Committee reports unaccompanied by Resolutions.
- (7) Adjournment

(b) The Executive Committee shall include in the Agenda for any meeting any matters requested by the President or by twenty-percent of the members of the Senate. Arrangement of the Senate's business upon the Agenda within the above categories shall be the duty of the Executive Committee. Matters on the Agenda may be taken up out of order by a majority vote. Matters not on the Agenda may be taken up only by a suspension of the rules of order.

(c) The Agenda for a regular meeting shall be available to members in writing in the office of the Secretary, and a copy of the Agenda addressed to each member shall be put in the University Mails, on the seventh day before the meeting day.

(d) The Agenda for a regular meeting shall be accompanied by copies of reported Resolutions scheduled for debate, including those which originate in Committees and have not theretofore been introduced, and copies of Committee Reports submitted with Resolutions.

1 (e) The Agenda for a special meeting shall be prepared by the
2 Executive Committee and may be incorporated in the call for the meeting.
3 The minutes of a special meeting shall be approved at the next regular
4 meeting. No Resolution not on the Agenda for the special meeting
5 shall be considered by the Senate.

6 Section 3. Resolutions

7 (a) A "Resolution" shall consist of a statement which, if adopted
8 by the Senate, will announce the policy of the Senate with regard
9 to some matter within its competence.

10 (b) A Resolution shall consist of these parts: the Title, the
11 Preamble (if any), the Resolving Clause, and the Text. The Title
12 shall briefly describe the content and purpose of the Resolution,
13 which should be confined to a single topic; the Title shall
14 commence, "A Resolution to (or for)" The Preamble, if any,
15 shall describe the background of the Resolution. Following the
16 Preamble, if any, and immediately preceding the Text shall appear
17 this Resolving Clause: "Be it Resolved by the University Senate of
18 The George Washington University." The Text may set forth more than
19 one policy, each policy being stated in a separate numbered section.

20 (c) In order to "introduce" a Resolution, a member shall read
21 its Title and move its adoption, another member shall second the motion,
22 and the first member shall present one copy to the presiding officer
23 and one copy to the Secretary. The presiding officer shall then
24 read the Resolution aloud and refer it to the Chairman of the
25 Executive Committee for assignment to an appropriate Committee.
26 Resolutions shall be numbered by the Secretary consecutively in the
27 order of their introduction or reported as original Resolutions
28 from Committees; for example, "Resolution No. 66-5); and Resolutions
29 may be referred to by number in the Minutes, in Reports, and in debate.

30 (d) The presiding officer shall declare a Resolution "adopted"
31 by the Senate upon passage of its Resolving Clause and Text by a
32 majority vote.

33 Section 4. Committee Action on Resolutions

34 (a) A Resolution introduced at a meeting shall be assigned by the
35 Chairman of the Executive Committee to an appropriate Standing Committee
36 or to the Special Committee created by motion for the purpose. Resolutions
37 may also be originated by Committees without prior introduction in a
38 Senate meeting, and such Resolutions need only be reported by the Committee
39 to become the business of the Senate. A Resolution assigned to a Standing
40 Committee which is neither reported during the session nor attached to a
41 Standing Committee's Annual Report shall be listed by the Executive Committee's
42 Annual Report as "defeated in Committee." and the Resolution must be
43 reintroduced or originated in a Committee in order to be taken up in a
44 subsequent session. Resolutions assigned to Special Committees shall
45 survive from session to session without Committee action.

1 (b) A Resolution shall be "reported" to the Senate for its action
2 when the Committee's chairman presents a copy of the Resolution to the
3 Chairman of the Executive Committee for inclusion on the Agenda. A
4 Special Report of the Committee may accompany the Resolution.

5 Section 5. Committee Reports

6 (a) Committee Reports shall be of three kinds: Annual Reports,
7 Final Reports, and Special Reports.

8 (1) Each Standing Committee and the Executive Committee
9 shall submit an "Annual Report" of activities during
10 the session. Resolutions attached to an Annual Report
11 shall be the business of the Committee in the next
12 session, and with the consent of the Committee's
13 Chairman, the Resolutions may be put upon the Agenda
14 of any meeting in the next session.

15 (2) Each Special Committee shall submit a "Final Report" to
16 the Senate at the conclusion of its activities and shall,
17 with submission of the Final Report, move to be discharged.

18 (3) A "Special Report" may be submitted by any Committee at any
19 time, either in support of its reporting a Resolution, or
20 by way of information to the Senate on the Committee's
21 activities.

22 (b) A Committee Report must be adopted by a majority of the Committee
23 and shall be submitted over the name of the Chairman, whether he concurs
24 in the Report or not. The Chairman and members of the Committee may sub-
25 mit their separate views for attachment to the Committee Report over their
26 separate names. A Committee Report shall be "submitted" when it is
27 delivered in writing to the Chairman of the Executive Committee. Each
28 Committee Report more than three doublespaced typewritten pages in length
29 shall commence with a "Summary" not more than one such page in length for
30 distribution to the Faculty Assembly.

31 (c) The submitted Committee Report shall be circulated to the members
32 of the Senate and shall be included in the minutes at the next appropriate
33 meeting, but it shall not be read aloud unless requested by a majority vote.
34 No Senate action regarding a Committee Report as such shall be in order,
35 whether to receive, adopt, or accept it. The appropriate manner of securing
36 debate and adoption of a Committee's proposals shall be to frame them as
37 Resolutions.

38 Section 6. Voting

39 (a) Elected members of the Senate shall be the voting members, except
40 as provided below to break a tie vote.

41 (b) A "majority vote" shall be one vote more than one-half of the
42 elected members present and voting, and a "quorum" shall consist of
43 one half of the elected members; and if "one-half" equals a fraction,
44 the number required for a majority vote or a quorum shall be the next
45 higher whole number.

1 (c) Voting shall ordinarily be by voice, with the presiding officer
2 calling for the Ayes and Nays and declaring the result; except that
3 any member, elected or ex officio, may call for a division of the
4 Senate.

5 (d) Voting in a division of the Senate shall ordinarily be by
6 show of hands, with the presiding officer appointing non-voting tellers
7 and announcing the Ayes and Nays. In a division of the Senate the pre-
8 siding officer may, when he announces a tie vote, vote orally to break
9 the tie vote.

10 (e) Upon the call of six elected members a roll call vote shall be
11 taken. The Secretary shall call the roll alphabetically, recording
12 beside each name "Aye," "Nay," "Not Voting," or "Absent," and the
13 presiding officer shall vote last and only if he wishes to break a
14 tie vote between the Ayes and the Nays. The presiding officer shall
15 announce all the results of a roll call vote.

16 (f) By a majority vote a secret ballot may be taken. The Secretary
17 as teller shall record the Ayes and the Nays and inform the presiding
18 officer, who shall announce them; and if there is a tie vote between
19 the Ayes and the Nays, the presiding officer, if an ex officio member,
20 may vote orally to break the tie.

21 Section 7. Debate

22 (a) The entry of a Resolution upon the Agenda as reported by a Committee
23 puts that business before the Senate for debate, and no second or other motion
24 is required. A spokesman for the position of the Committee, ordinarily
25 the Chairman, shall have the privilege of opening and closing debate on the
26 merits.

27 (b) Debate and amendments must be germane to the Resolution or other
28 motions, and rulings of the presiding officer upon calls for order of the
29 question of germaneness shall be appealable to a majority vote.

30 (c) Upon request of an elected member, and upon a majority vote if
31 demanded by any member, the privileges of the floor for a germane statement
32 not to exceed ten minutes in length may be extended to any person.
33 Section 7(a) SEE AMENDMENT IN RESOLUTION 66/11 ATTACHED. ALSO SEE RESOLUTION 66/9(Att
Section 8. Rules of Order and Parliamentary

34 (a) Except as specifically provided to the contrary in the By-Laws,
35 the Senate shall govern itself according to Robert's Rules of Order.

36 (b) A Parliamentary shall be appointed at the first regular meeting
37 of each session by the President with the advice and consent of the Senate.
38 The Parliamentary shall not be a member of the Senate. He shall advise
39 on parliamentary procedure for meetings and shall assist in the drafting
40 of Resolutions.

41 (c) Rulings announced by the presiding officer shall govern the Senate
42 unless appealed and overruled by a majority vote. It shall be the duty of
43 the Parliamentary to frame issues of procedure as proposed amendments to
44 the By-Laws.

1 Section 9. Suspension of the Rules of Order

2 (a) If at a regular meeting a Resolution is put in the hands of all
3 the members in writing, one copy to each member, it may be taken up
4 under a suspension of the rules of order if three-fourths of the elected
5 members so vote, or upon the unanimous vote of any lesser number of
6 elected members present.

7 (b) Any matter within the competence of the Senate may be considered
8 at a special meeting provided the Agenda rules for special meetings
9 are complied with, but the rules of order shall not be suspended at
10 a special meeting.

11 Section 10. Amendments

12 Amendments to the By-Laws may be introduced and referred to the
13 Executive Committee, or they may be originated within the Executive
14 Committee at the suggestion of the Parliamentarian, and they shall
15 be treated as nearly as may be as Resolutions. Enactment shall be by
16 a majority vote. Amendments shall not be considered under a suspension
17 of the rules of order.

A RESOLUTION TO AMEND THE PROVISIONAL BY-LAWS OF THE UNIVERSITY SENATE
TO PROVIDE FOR STATEMENTS AND DISCUSSIONS

Whereas (a) the Provisional By-Laws of the University Senate restrict debate to Resolutions presented on the Agenda or considered by means of suspending the rules of order, and

Whereas (b) it would add to the usefulness of Senate meetings if members and occasionally other persons could make statements and discussions of statements on matters within the competence of the Senate, so long as the Senate possesses some means of controlling the time it devotes to such statements and discussions, therefore

Be it Resolved by the University Senate of The George Washington University:

1 1. The Provisional By-Laws of the University Senate shall be
2 amended by adding the following new section, which will come after the
3 existing Section 7:

4 2. "Section 7A. Statements and Discussions

5 (a) At the close of all business brought before the Senate at
6 a regular meeting, any member (or any other person, within the pro-
7 cedures set out in Sec. 7(c)) may deliver a statement upon any
8 subject within the competence of the Senate, and other members may
9 join in discussion of the statement. Other statements and discussions
10 may follow. A statement shall not be considered a resolution, and
11 discussion of a statement shall not be considered debate. The order
12 of appearance of persons delivering statements may be set in advance
13 of the meeting by arrangement with the President and may but need
14 not be set forth in the Agenda. The subjects of statements and
15 motions of referral, but not the details of discussions, shall be
16 noted in the minutes.

17 (b) A statement or discussion may be interrupted by the
18 following motion: "I move to refer the subject to the Senate
19 Committee on (naming an appropriate committee)." Because
20 a function of the motion is to terminate discussion of the subject,
21 the motion shall be undebatable, and it shall be amendable only
22 in respect of the committee designated.

Committee on By-Laws
Resolution #66/11
January 13, 1967

Passed 1/13/67

A RESOLUTION TO EMPOWER THE CHAIRMAN
OF THE EXECUTIVE COMMITTEE SPECIFIED
DISCRETION TO INVITE OBSERVERS TO
ATTEND MEETINGS OF THE UNIVERSITY SENATE

(66/9)

Whereas (a) the University Senate desires to promote good and informative relations among members of the Board of Trustees, faculty, administration, student body, and any others having a friendly interest in the University, and

Whereas (b) this objective may be furthered by relaxing the present restrictions on the attendance of observers at meetings of the University Senate; and

Whereas (c) in particular the University Senate has confidence it can rely on responsible conduct and good judgment on the part of officers of the Student Council and members of the editorial staff of the University HATCHET, and

Whereas (d) the Student Council has requested that its President be allowed to attend as an observer regular meetings of the University Senate,

Be It Resolved by the University Senate of The George Washington University:

1. That the Chairman of the Executive Committee of the University Senate, subject to specific instructions by the Executive Committee or by the University Senate, the latter taking precedence, is authorized to invite the President of the Student Council and the Editor of the University HATCHET, and other persons with respect to whom it may from time to time seem appropriate and advantageous, to attend meetings of the University Senate, when matters of major concern to these persons are under discussion.
2. The invitation does not confer any of the privileges, other than attendance, of membership in the University Senate.

SUBSTITUTE RESOLUTION 66/9
(as amended at meeting
on December 9, 1966)
Executive Committee

A RESOLUTION AUTHORIZING THE PRESENCE OF
OBSERVERS AT MEETINGS OF THE UNIVERSITY
SENATE 68/5

WHEREAS there is relatively little of the business conducted at meetings of the University Senate which would be adversely affected if these meetings were open to attendance by any member of the University faculty, administration or student body;

WHEREAS students have requested the privilege of attendance at meetings of the University Senate;

WHEREAS first-hand acquaintance with the operation of the various institutions of the University could be a significant part of a student's educational experience; now, therefore,

Be it resolved by the University Senate of the George Washington University that:

Section 1, (b) of the Provisional By-Laws of the University Senate be amended by deleting the language of present Section 1, (b) and replacing it by the following statement:

- (b) Meetings of the University Senate shall be open for attendance and observation by any member of the University faculty, administrative staff or student body, except that by a majority vote the Senate may declare an "executive session" which only elected and ex officio members may attend. The privilege of attendance shall be limited to a number within the reasonable capacity, as determined by the University Senate, of the room to accommodate. The privilege of attendance may be withdrawn from anyone who does not conduct himself in accord with the regulations of the University and the rules and by-laws of the University Senate.

Student Relationships Committee
November 8, 1968